

# REMOTE LEARNING POLICY



**Bishop Challoner**  
Catholic Secondary School

## 1. Introduction

This remote learning policy for staff aims to:

- Ensure consistency in the approach to remote learning for students who are not in school
- Set out expectations for all members of the school community with regards to remote learning
- Provide appropriate guidelines for data protection

## 2. Roles and responsibilities

### 2.1 Teachers

When providing remote learning, teachers must be available between normal school hours of 9:00am to 3:35pm, or their contracted hours.

If unable to work for any reason during this time, for example due to sickness or caring for a dependent, this should be reported using the normal absence procedure.

When providing remote learning, teachers are responsible for:

- Setting work:
  - For their own timetabled classes.
  - The work may be set for a lesson or a series of lessons
  - Live lessons are conducted using MS Teams.
  - Teaching should be co-ordinated, including those teaching in school, to ensure consistency across the year/subject and to make sure students with limited access to devices can still complete the work
- Providing feedback on work:
  - Work is accessed via Satchel One (Show My Homework)
  - Feedback can be shared in a variety of ways depending on the task set. EG, verbal or written. This can also be individual, group or whole-class.
- Keeping in touch with students who aren't in school and their parents:
  - Teaching and support staff are expected to make regular contact with the students they teach/mentor. Contact should be through Satchel One (Show My Homework) or School email.
  - Staff should only answer emails within their contracted hours and only from their school email account.
  - Contact via telephone must be made through the school telephone system. This can be done when staff are on rota to be in school or they can request a Head of Year (HoY) or member of the Senior Leadership Team (SLT) to call on their behalf.
  - Teachers are able to respond to a query or concern regarding remote learning, but may wish to copy in the Head of Department (HoD) or Head of Year HoY.
  - Complaints raised concerning Remote Learning should be dealt with in accordance with the processes outlined in the Complaints Policy.
  - If a student fails to submit work / attend / engage in a remote lesson, contact should be made with the student in the first instance via Satchel/SMHW. Escalated as normal to the HoD if improvement is not made.
  - Record sessions when meeting with one student or a small group

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- Behaviour issues during a remote lesson should be managed in the first instance by the class teacher. A warning can be given or the student can be removed from the sessions and parents can be contacted via school email.
- Staff will be mindful that all families will have different experiences of a lockdown/partial lockdown situation.
- Follow the school dress code
- Follow the schools safeguarding protocols for using Teams via RM Unify only
- Be mindful of your location (e.g. avoid areas with background noise, blur the background).

### 2.2 Learning Support Assistants

When assisting with remote learning, teaching assistants must be available between normal school hours of 9:00am to 3:35pm, or their contracted hours.

If unable to work for any reason during this time, for example due to sickness or caring for a dependent, this should be reported using the normal absence procedure.

Whether working in school or from home LSA's will follow the specified weekly rotation and attend SEN Department meetings regularly. Efficient exchange of information regarding vulnerable learners' progress is essential: HoY, Tutors and HoD will be also be monitoring students' progress and wellbeing and passing concerns to SENDCo, ELSAs and departmental link LSAs. Allocation of focus students and specified tasks will be assigned during scheduled weekly Teams meetings to ensure positive, coherent outcomes for all

When assisting with remote learning, Learning Support Assistants are responsible for:

- Work with students who have learning needs within the directed year bubble using the usual methods of support to assure high levels of engagement and learning.
- Assisting in the completion and submission of required pieces of assessment.
- Act as an advocate between the subject teacher and student to enhance the learning experience. EG, collaboratively differentiating tasks, overcoming technical issues, dealing with educational and emotional concerns as they arise.
- ELSA work is to continue under the direction of the SENDCo and School Wellbeing Team

When assisting with remote learning, Learning Support Assistants are responsible for supporting students who are not in school with remote learning –

- Working with Students as allocated by the SENDCo; namely students who have an EHCP, are on the SEN register, are emotionally or educationally vulnerable.
- Mentoring via Show My Homework by linking with the student via the messaging function 2 or 3 times a week. Ensuring that online learning is an ongoing positive experience. Monitoring their activity on the platform via their gradebook and submissions in order to offer advice and targeted prompting in a focused way.
- Act as an advocate between the subject teacher and student to enhance the learning experience eg collaboratively differentiating tasks, overcoming technical issues, dealing with educational and emotional concerns and they arise.
- Provide 1:1 intervention via Teams to aid completion of specific tasks and assessments causing difficulty.
- ELSA work is to continue under the direction of the SENDCo and School Wellbeing Team
- Provide summaries of weekly contacts and learners' engagement and progress.

When attending virtual meetings with teachers, parents and students:

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- Follow the school dress code
- Follow the schools safeguarding protocols for using Teams via RM Unify only
- Be mindful of location (e.g. avoid areas with background noise, blur the background).

## 2.3 Heads of Department

Alongside their teaching responsibilities, Heads of Department are responsible for:

- Considering whether any aspects of the subject curriculum need to change to accommodate remote learning
- Working with teachers teaching their subject remotely to make sure all work set is appropriate and consistent
- Working with other subject leads and senior leaders to make sure work set remotely across all subjects is appropriate and consistent.
- Monitoring the remote work set by teachers in their subject through regular meetings with teachers or by reviewing work set
- Alerting teachers to resources they can use to teach their subject remotely

## 2.4 Senior Leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school
- Monitoring the effectiveness of remote learning through regular meetings with teachers and subject leaders, reviewing work set.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

## 2.5 Designated Safeguarding Lead

The Designated Safeguarding Lead is Mrs P. Wingham.

The deputy DSL's are The deputy DSLS are Mr J Wright, Mrs B O'Shea, Mrs S Thorpe, Mrs S Smith, Mrs J Cottam and Mrs G Perkins

In addition to fulfilling the responsibilities of a teacher and member of the SLT the DSL will also follow the role description set out in Annex B of Keeping Children Safe in Education 2020.

## 2.6 IT staff

IT staff are responsible for:

- Fixing issues with systems used to set and collect work
- Helping staff and parents with any technical issues they're experiencing
- Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer
- Assisting students and parents with accessing the internet or devices

## 2.7 Students and Parents

Staff can expect students learning remotely to:

- Be contactable during the school day, mindful that they may not always be in front of a device the entire time
- Complete work to the deadline set by teachers

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- Seek help if they need it, from teachers or teaching assistants
- Alert teachers if they're not able to complete work

Staff can expect parents with children learning remotely to:

- Make the school aware if their child is sick or otherwise can't complete work
- Seek help from the school if they need it
- Be respectful when making any complaints or concerns known to staff

## 2.8 Governing Body

The governing body is responsible for:

- Monitoring the school's approach to providing remote learning to ensure education remains as high quality as possible
- Ensuring that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons

## 3. Who to contact

If staff have any questions or concerns about remote learning, they should contact the following individuals:

- Issues in setting work – talk to the relevant Head of Department
- Issues with behaviour – talk to the relevant Head of Year
- Issues with IT – talk to IT Manager or School Business Manager
- Issues with their own workload or wellbeing – talk to their line manager or School Business Manager
- Concerns about data protection – talk to the Data Protection Officer
- Concerns about safeguarding – talk to the DSL

## 4. Data protection

### 4.1 Accessing personal data

When accessing personal data for remote learning purposes, all staff members will:

- Access the data using school issued devices and using the school's VPN.
- Send emails relating to school via the school email network.
- Send sensitive data via password protected documents.

### 4.2 Processing personal data

The need to collect and/or share personal data such as email addresses as part of the remote learning system, will be kept to an absolute minimum as staff will have access to the school network via school issued devices and the VPN. As long as this processing is necessary for the school's official functions, individuals won't be requested to give permission for this to happen.

Staff are reminded to collect and/or share as little personal data as possible online and if necessary password protect all documents.

### 4.3 Keeping devices secure

All staff members will take appropriate steps to ensure their devices remain secure. This includes, but is not limited to:

- Keeping the device password-protected – strong passwords are at least 8 characters, with a combination of upper and lower-case letters, numbers and special characters (e.g. asterisk or currency symbol)

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- Ensuring the hard drive is encrypted – this means if the device is lost or stolen, no one can access the files stored on the hard drive by attaching it to a new device
- Making sure the device locks if left inactive for a period of time
- Not sharing the device among family or friends.
- Installing antivirus and anti-spyware software. These are maintained by RM Education.
- Keeping operating systems up to date – always install the latest updates

### 5. Safeguarding

The Child Protection Policy and Safeguarding Policy, with COVID-19 Addendum can be found on the School's website <http://www.bcs.hants.sch.uk/governors/policies/>

### 6. Monitoring arrangements

This policy will be reviewed annually by the SLT and ratified by the Governing Body.

### 7. Links with other policies

This policy is linked to our:

- Behaviour policy
- Child protection policy and Safeguarding Policy and COVID-19 addendum
- Data protection policy and privacy notice
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy
- Complaints Policy